

## **COMMITTEE ON COMMUNITY IMPROVEMENT**

**March 7, 2006**

**5:30 PM**

Chairman Garrity called the meeting to order.

The Clerk called the roll.

Present: Aldermen Garrity, O'Neil, Osborne, Gatsas (late), Duval

Messrs.: S. Maranto, M. Boldin, Deputy Chief Simmons, K. Sheppard,  
D. Hebert

Chairman Garrity advised that the first purpose of the meeting is organizational in nature, and requested the Clerk to provide a brief overview regarding typical issues addressed by the Committee.

Clerk Thibault stated the Committee on Community Improvement shall have jurisdiction over policy regarding City lands and buildings, infrastructure, vehicle maintenance and purchases, public works functions and services, and programs funded by the federal and state government and such other matters as may be referred by the Board of Mayor and Aldermen. The Committee shall review all such referrals, and where required after due and careful consideration, shall report back to the Board of Mayor and Aldermen.

Chairman Garrity addressed Item 4 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Forty Five Thousand Seven Hundred Ninety Seven Dollars (\$45,797) for FY2005 CIP 210105 Homeless Health Care Program.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 5 of the agenda:

Amending resolution and budget authorization transferring, authorizing and

appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the 2005 CIP 711705 WWTF Facility Plan Project.

On motion of Alderman O'Neil, duly seconded by Alderman Duval it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 6 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for the 2006 CIP 214306 – 6% Incentive Fund Program.

Alderman Duval moved to approve the resolution and budget authorization. Alderman O'Neil duly seconded the motion.

Alderman O'Neil asked can we get an overview of what this is.

Sam Maranto, Planning Department, stated Marty Boldin of the Office of Youth Services is here if you would like to talk to him.

Marty Boldin, Director of Office of Youth Services, stated these are monies that we apply for that we use for leveraging camp costs for young people across the City. We take these dollars and match them with other funds and ask social service agencies around the City to provide match dollars for them so we can send kids to camp.

Chairman Garrity called for a vote. There being none opposed, the motion carried.

Chairman Garrity addressed Item 7 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 410706 NH DWI Patrol Program.

On motion of Alderman Osborne, duly seconded by Alderman O'Neil it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 8 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 410806 NH Speed Enforcement Program.

On motion of Alderman Duval, duly seconded by Alderman O'Neil it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 9 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 411906 Manchester School Bus Enforcement Patrols.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 10 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of One Hundred Thirty Seven Thousand Three Hundred Seventy Eight Dollars (\$137,378) for FY2006 CIP 412106 Homeland Security Exercise and Evaluation Program.

Alderman O'Neil moved to approve the resolution and budget authorization. Alderman Duval duly seconded the motion.

Alderman O'Neil stated I am confused. I thought we approved this back in the fall.

Gary Simmons, Deputy Police Chief, stated this was approved originally in the fall. I believe Captain Tracy came in and made a presentation before the Board. What the exercise is is a joint effort – multi-agency. It involves all of the agencies around the Airport, the Airport itself, our SRT team, as well as the southern regional team. There is a company that actually comes in and runs the exercise. It is like a mock drill but as close to reality as you can get to do a terrorism type exercise at the Airport. We will have two or three scenarios going on at the same time so that we as multi-agencies can get together and collaborate and work on the exercise and make sure all of our plans are in place and working properly.

Alderman Gatsas asked is the Rockingham Sheriff's Office involved.

Deputy Police Chief Simmons answered I believe they are involved as well.

Alderman Gatsas stated I see \$121,000 for other. Salaries and wages are \$16,000. What is the other for \$121,000?

Deputy Police Chief Simmons responded the way it is broken down and all together for all of the multi-agencies it is approximately \$50,000 that pays for salaries. That would be for the number of personnel involved. The rest actually goes to the company that runs the exercise. They are a professional outfit. They have been approved by the state. They come in and actually run the whole scenario and that is approximately \$80,000 that goes to that company. Right now, the plan was...when we applied for this we had the whole amount listed. We were going to administer the whole grant. It is my understanding that the state might pay them directly that \$82,000 in which case the only money we will administer will be approximately \$50,000. That will be to pay for the number of law enforcement personnel.

Alderman Gatsas asked what happens to the other \$80,000.

Deputy Police Chief Simmons answered this is state money. That money will go to the company that is running the exercise. Well it is Homeland Security money through the state. Originally we were going to pay the company directly. It is my understanding that the state might pay them directly now in which case we will only have about \$50,000 to administer out of this grant.

Alderman Gatsas asked how much is the grant for.

Deputy Police Chief Simmons answered \$137,000.

Alderman Gatsas stated so you are getting a grant for \$137,000 and if the state is going to pay \$82,000...

Deputy Police Chief Simmons interjected then we would get approximately \$50,000 that will pay for the multi-agencies salary.

Alderman Gatsas asked so you don't get the other \$80,000.

Deputy Police Chief Simmons answered no we do not.

Alderman Gatsas asked have you already had a mock drill.

Deputy Police Chief Simmons answered no we haven't had the drill. We have had several meetings. They are putting together the criteria for the drill right now and it is anticipated to occur in May I believe.

Chairman Garrity called for a vote. There being none opposed, the motion carried.

Chairman Garrity addressed Item 11 of the agenda:

Amending resolution and budget authorization authorizing and appropriating funds in the amount of Five Thousand Six Hundred Four Dollars (\$5,604) for the FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program.

On motion of Alderman Duval, duly seconded by Alderman O'Neil it was voted to approve the resolution and budget authorization.

Chairman Garrity addressed Item 12 of the agenda:

Amending resolution and budget authorization transferring, authorizing and appropriating funds in the amount of One Hundred Twenty Five Thousand Dollars (\$125,000) for the 2006 CIP 712006 S. Mammoth Phase 3 Project.

Alderman O'Neil moved to approve the resolution and budget authorization.  
Alderman Osborne duly seconded the motion.

Alderman Gatsas asked can somebody elaborate on this for me.

Kevin Sheppard, Deputy Public Works Director, stated this is just a transfer of funds between projects. One project is our sewer infrastructure project, which typically takes care of sewer problems that come up through the year. The project we are transferring it into is our South Mammoth Road sewer project. It is the replacement of a pump station and expansion of the sewer system off of Mammoth Road. We have run into some issues with water lines and we have had to run a new drain line so some of the items went over and we saw that there was some funding available in the other project so we have asked to move it over.

Alderman Gatsas asked are you going to use all \$125,000.

Mr. Sheppard answered we are anticipating that it will be about \$125,000. We want to make sure we move over enough so there will be some contingency money in the project.

Alderman Gatsas stated I know there is a sewer problem on Mammoth Road north that has been there for an awful long time.

Mr. Sheppard asked drain problem.

Alderman Gatsas answered yes.

Mr. Sheppard stated that is separate funding.

Alderman Gatsas stated I understand that but for some reason we never have enough money in that chronic drain fund and this is a problem that you have on the other end of South Mammoth. I was just wondering if the money could move north at any point or is it just south end money?

Mr. Sheppard replied this money is sewer money and it can't move north but I understand the project you are talking about.

Alderman O'Neil asked are both of these projects in the Enterprise and the project Alderman Gatsas is talking about cannot be funded by the Enterprise right.

Mr. Sheppard answered that is correct.

Chairman Garrity called for a vote. There being none opposed, the motion carried.

Chairman Garrity addressed Item 13 of the agenda:

CIP Budget Authorizations:

411404	Hazardous Materials Response Planning – Revision #2
710904	Annual Bridge Maintenance Program – Revision #1
610405	Infrastructure/Hardscape Improvements – Revision #1

On motion of Alderman O'Neil, duly seconded by Alderman Gatsas it was voted to approve the CIP budget authorizations.

Chairman Garrity addressed Item 14 of the agenda:

Communications from Kevin Sheppard, Deputy Public Works Director, providing city vehicle usage information.

Alderman Gatsas stated I was shocked to see when I looked at this that the average mileage per vehicle was so low.

Mr. Sheppard responded this is information gathered from the various departments.

Alderman Gatsas stated I guess I shouldn't be asking you questions on the Building Department or questions on Traffic and why they need two vehicles when it looks like one would be sufficient. I guess I look at this and it is pretty valuable information and I guess maybe we should hold on to this and maybe it can be discussed during the budget process.

Alderman O'Neil stated Alderman Duval was just asking me about the history of this and we were trying to get a handle on the small vehicle fleet in the City. Mr. Sheppard oversees the fleet, both cash and bonded, so he was asked to gather that information. I think it was Alderman Lopez who actually brought it up at the time.

Chairman Garrity responded it was Alderman Lopez and myself. I have some ideas on this too. Some of these vehicles have very low mileage and it may make sense for the City to pay mileage rather than going out and buying vehicles and maintaining them. I don't know what direction we want to go in. I think that may be an area to look at.

Alderman O'Neil asked can we be specific. Some of them were brand-new.

Chairman Garrity stated I am looking at some vehicles that travel 1,500 miles per year or 3,000 miles per year.

Alderman O'Neil asked so you are looking at estimated miles per year.

Chairman Garrity answered yes and I think it may be more efficient to basically pay mileage per IRS standards, which is \$.35 or \$.40 cents rather than going out and buying vehicles and maintaining them.

Alderman Lopez stated I agree with your statement. We both started to look at this and the direction that I was going in at the time that I was looking at this is the state has a policy I believe and this is where the Human Resources Director would have to come in but they have a policy less than 10,000 miles they get paid for mileage and I looked at the vehicles with less than 5,000 miles. I agree with Alderman Gatsas that we should look at this during the budget process. Just because it is an old vehicle it is still costing us money and it would probably be better to pay mileage.

Alderman Osborne asked by paying mileage do you think this would be more apt to be abused.

Chairman Garrity answered I am quite sure that some of the department heads would have to be set-up some policies.

Alderman O'Neil stated I think we need to take a little closer look at this. We have to be cautious that some of these vehicles carry specific equipment in them. At the Fire Department some of the Highway vehicles carry some special equipment. I think we need to make sure we have a clear understanding of what each vehicle is

used for. If it is just used for general running around town that is one issue. If it is used to carry equipment and service the public that is another issue.

Chairman Garrity stated in my opinion I think the public safety vehicles should be excluded from that.

Alderman Duval stated would it be appropriate to move to have each department head report back with specific details on each of those vehicles so that we can come up with a game plan to address your concerns.

Chairman Garrity responded that would be a great motion. I would also like to come up with some type of study...I don't know if it will be you, Mr. Sheppard, but running the numbers on basically Building Department and things like that, vehicles like that...you know buying the vehicles versus paying mileage. I don't know whose responsibility that would be. Fleet maintenance is part of your responsibility, Mr. Sheppard?

Mr. Sheppard replied I think with the information here if you could get the current mileage rate, whether it is \$.40 or \$.48...I don't know what it is but with the information here you could take the 1,500 miles and get the total cost per year and put together a comparison. I don't think it would be difficult but I think you do need to go back to departments. I agree that you do need to go back to departments regarding the vehicles. For example in the Highway Department we have some vehicles that may have lower mileage but there are reasons for that because the other vehicles are busy all day.

Alderman Duval moved to have each department head report on the use of City-owned vehicles. Alderman O'Neil duly seconded the motion.

Alderman O'Neil asked could it be done in writing and then if it is not satisfactory or if it does not give us enough information we can bring them in instead of trying to bring all of the departments in.

Alderman Duval answered yes that is acceptable. On a motion like this is there an appropriate timeline to be applied to this?

Chairman Garrity responded I would like to see it by our next CIP meeting because budget season is quickly approaching.

Alderman Duval moved to amend the motion to have the reports done in writing to the Committee in the next 30 days. Alderman O'Neil duly seconded the amendment.

Alderman O'Neil stated well Kevin has to let the departments know. He has been asked by the Committee to do this so they need to respond to him. I have a question. I am just curious as to why Police wasn't included.

Mr. Sheppard responded I didn't request information from Police. I guess my assumption was that Police vehicles are needed vehicles by police officers and detectives, etc. I don't believe there are many police vehicles...I guess I can't speak to that but my assumption was there wasn't a need to do that.

Alderman O'Neil stated the only thing I think it may do is show us how far we still have to go with the Police fleet.

Mr. Sheppard stated this information was just to show the miles per year and the maintenance. It wasn't to show replacement otherwise I would have shown the Police vehicles.

Chairman Garrity stated I think we should add to that motion the cost of the vehicles at the time of purchase also. Would that be information you could gather, Mr. Sheppard?

Mr. Sheppard responded yes I can attempt to gather that information. I am not too sure if we will have all the information but we will provide what we can.

Chairman Garrity asked can we also get some information on how many vehicles are leaving the City limits. I think we have had it in the past but let's just tie everything together. Is that okay with you Alderman Duval?

Alderman Duval responded that is fine.

Chairman Garrity called for a vote on the motion to have the department heads report to the Committee in writing within 30 days as to the use of City-owned vehicles, whether the vehicle leaves City limits, and the cost of the vehicle at time of purchase. There being none opposed, the motion carried.

Chairman Garrity addressed Item 15 of the agenda:

Petition to layout a portion of Lewis Street.

Alderman Duval moved to refer the petition to a road hearing to be scheduled by the City Clerk. Alderman O'Neil duly seconded the motion. Chairman Garrity called for a vote. There being none opposed, the motion carried.

Chairman Garrity addressed Item 16 of the agenda:

Petition to discontinue a portion of Union East Back Street.

Clerk Thibault stated the Clerk's Office would like a motion to refer this back to a road hearing.

Alderman Osborne moved to refer the petition to a road hearing to be scheduled by the City Clerk. Alderman Duval duly seconded the motion.

Alderman Gatsas stated this was before us in Bills on Second Reading.

Clerk Thibault responded it already went out for a road hearing.

Alderman Gatsas asked wasn't there a vote that night.

Chairman Garrity answered no it was sent back to CIP. I guess there was some confusion on notice to the abutters and things of that nature.

Alderman Gatsas asked so are we going to follow-through with the correct notification to abutters this time.

Clerk Thibault answered yes.

Chairman Garrity called for a vote. There being none opposed, the motion carried.

Chairman Garrity addressed Item 17 of the agenda:

Sewer abatement request (163 So. Mammoth Road).

On motion of Alderman Osborne, duly seconded by Alderman O'Neil it was voted to approve the sewer abatement as recommended by EPD.

Chairman Garrity addressed Item 18 of the agenda:

Sewer abatement request (396-398 Amherst Street).

On motion of Alderman Osborne, duly seconded by Alderman Duval it was voted to approve the sewer abatement as recommended by EPD.

Chairman Garrity addressed Item 19 of the agenda:

Communication from Robert MacKenzie, Director of Planning, advising of

the interest of the NH Institute of Art in possibly acquiring city-owned property located on Bethel Court adjacent to the Library.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne it was voted to receive and file this item.

Chairman Garrity addressed Item 20 of the agenda:

Report to be presented by Dennis Hebert, Grant Writer.

Alderman O'Neil stated I know Dennis is pretty much a one-man show and he can only do the work when he is asked to by the departments. For some reason some of the departments have chosen to take grant writing under their own realm. I don't know if that is a good thing or a bad thing. Traditionally I know over the years when the Police Department was very successful in grants they had an in-house dedicated grant writer. I guess the policy issue before us is should we request that departments reach out to Mr. Hebert for advice. He may say I can provide you some basics and you write the grant or you provide me some basic information and I will write the grant but I have to believe and I am making a very generalized statement, that we have missed some money out there over the years. I don't blame Dennis for that. I blame the fact that there is a disconnect between the departments and Dennis. I think we need to do something to improve that.

Chairman Garrity asked Dennis do you get a lot of cooperation from the other departments. Do they reach out to you?

Dennis Hebert, Grant Writer, stated they reach out to me on an as needed basis. If I could, Alderman, just provide some quick background. Right now the federal government through the Corporation for National Community Service pays roughly 95% of my salary to administer the AmeriCorps VISTA project for the City of Manchester and I continue to do grant research, identification and grant writing for certain City departments when asked or for certain City non-profits who would otherwise come before you to ask for CIP funds. I try to help them out by directing them to potential sources of funding to try to take the pressure off City dollars. I am in a unique situation in that my position is classified as Grant Writer, however, that is not how the position has evolved and at this point in time I am essentially spending or should be spending most of my time as Director of the Manchester VISTA project and I think that is one of the basic misunderstandings that is occurring in the City right now. I would be delighted if that situation could get rectified or if I could clear it up.

Alderman O'Neil asked when you came to work for the City you were hired as the Grant Writer.

Mr. Hebert answered that was the title, yes.

Alderman O'Neil asked and you were writing grants 100% of the time when you first started or was this always the structure.

Mr. Hebert answered when I first came here I was hired as a Grant Writer and one of the things that Sam asked me to do was approach all of the departments in the City to ascertain what they had for a grant writing process, what their needs were and how I could be of assistance. In that process I found out over a period of weeks...this was from roughly March 2003 through June 2003 that most of the major departments had significant grant writing capability and had already been historically and traditionally tied into pipelines of funding from the federal, state and local level so the only area that I could be of assistance in would be in the area of doing research and perhaps trying to find some hidden gems so to speak that they have avoided but most of the departments like Police, Health, Youth Services, Public Health, Highway are already plugged in. They get notifications on a regular basis from most federal and state agencies as to what is coming down the pipe so the big stuff they are usually aware of. What happened was after meeting with them I realized that I needed to find a niche where I could do the most for the City of Manchester under the circumstances so what I did was I began to reach out to non-profits to try and take pressure off of CIP and then Sam approached me sometime in May/June of that year about my interest in running the AmeriCorps VISTA project. I thought it was a great idea for the City of Manchester to get free resources from the federal government to help departments and non-profits. So I decided that was a great idea and we should take it on. What has happened fortunately or unfortunately depending on how you look at it is the program has grown by leaps and bounds. We now have 11 VISTA members at 8 program sites and I have enough requests now that I could have a full complement of 20 by the end of the summer at something like 14 or 15 sites around the City so it has essentially become a full-time responsibility.

Alderman O'Neil asked regarding the VISTA project, that time is all charged to the project.

Mr. Hebert answered that is correct.

Alderman O'Neil asked is that a grant.

Mr. Hebert answered yes well they give us an administration grant of \$40,000.

Alderman O'Neil asked do we have to apply for that each year.

Mr. Hebert answered yes.

Alderman O'Neil asked going forward what does it...you can never say something is automatic but most likely that money will be made available and that covers salary and benefits.

Mr. Hebert answered no. The \$40,000 grant is strictly applied towards salary. The City picks up the balance...

Mr. Maranto interjected just to clarify in terms of benefits, etc., VISTA provides \$40,000, which is approximately 75% of Dennis' time. The other 25% is picked up by Community Development Block Grant funds. Moving forward as we get more VISTA volunteers in the City we go to a different arrangement. Instead of having \$40,000, they will give us approximately \$5,600 per VISTA person so if we get 12 or 13 people we will be picking up \$65,000, which is more than Dennis' time. VISTA basically came in around December 2003 when after six or seven months on the job it became apparent that given the other departments doing their own grant writing that it wouldn't take up 100% of Dennis' time and that is when we brought in the VISTA position.

Alderman O'Neil stated what I am hearing tonight it is almost like we need two positions. One running the VISTA program and one writing the grants because I don't think all of the departments are doing a great job with grant writing and I think they need some help. Some departments have dedicated staff. I am pretty sure the Police Department – Captain Lussier writes the grants but at other departments it is a hodgepodge of people and I don't think that is in the best interest of the City. I don't know if we want to spend a lot of time on this tonight, Mr. Chairman, but I think we need to take a look at...I think Dennis is capable whether he is writing grants or running the VISTA program. I don't think he can do both. It seems like he is doing a great job with the VISTA program but not able to concentrate on grants.

Chairman Garrity responded I agree. I think most of us were here when this position was talked about and we were sold a bill of goods that we needed a grant writer. I am a little disappointed that Dennis is not grant writing. That is the way the position was approved. Do my fellow colleagues agree with me? That is the way it was sold to us was that we needed a grant writer correct? I am a little disappointed that 75% of his time he is not grant writing. I don't know who made that decision. Was it Mr. MacKenzie or you Sam?

Mr. Maranto replied one of the problems, Alderman, is that Dennis has no authority to tell departments to come and work with him on grants. As I said when he first arrived he went out to every department and offered his services. He

had a database that we purchased for him that identifies grants. He needs the cooperation of the departments. They need to be instructed to go to Dennis as the conduit.

Alderman O'Neil responded that is an easy fix. You guys tell this Committee and this Committee directs the departments. That doesn't sound like a good excuse why there wasn't cooperation. I have to be honest. If something isn't working the Mayor and Aldermen need to know that it isn't working.

Alderman Gatsas stated I think, Mr. Chairman, you started alluding to who made the decision to change Mr. Hebert. Nobody has answered that question. Can you answer that, Dennis?

Mr. Hebert responded I started out as a grant writer and took on additional responsibilities. Those responsibilities grew vis a vie the VISTA program and more and more of my...I have to tell you, Alderman, that if something is not working then I will find something else that is working. If the grant writing part of my job isn't working for whatever reason then I will look at something like AmeriCorps VISTA so that the people of Manchester get the most bang for their buck. I can tell you this. If you make \$45,000 and I am paying \$40,000 towards your salary, I would be pretty upset if you weren't spending the appropriate amount of time on the project that I am paying you for.

Alderman Gatsas stated I am trying to get an answer to a direct question. The direct question is you were hired as a grant writer so either I understand your answer being that none of the departments were coming to you for grant writing purposes so you had time on your hands and you were looking to make sure you had quality time in the City and you looked at other opportunities or people were giving you additional work...I guess my question is how did you go from a grant writer to something else.

Mr. Hebert replied what happened was initially when I met with department heads and other staff to determine their grant writing capabilities and grant writing needs, it was obvious that there were a significant number of major departments in the City that were fairly well set there. The thing that I could do for them was grant research and identification basically. There were a few departments like the Office of Youth Services and Senior Services that could use some help in that area. What happened was I had more and more, either through Aldermen or other community leaders, non-profits calling me saying can you help us identify grant options? At first I wasn't sure that that was a good idea but the more I thought about it the more I realized that these are the very non-profits that are coming to the City for CIP funding. If I can help them find funding then I directly or indirectly impact CIP funding and that benefits the City of Manchester. During

that process, the AmeriCorps VISTA program was introduced to me and I was asked to take over that function as part of my grant writing responsibility. I did write a grant for that project.

Alderman Gatsas asked did I understand that an Alderman came to you and told you that you should be working with non-profits.

Mr. Hebert answered no. I said that I got phone calls from a variety of people including Aldermen who in the past have said Dennis could you look into a grant for this place or that place or whatever. That is not uncommon at all. I just saw it as part of my responsibility to try to maximize whatever tax dollars were going into CIP or any other program for that matter in the City. For example, if you were on the Board of Directors of a non-profit who would normally come to CIP for funds you might contact me and ask me to assist in identifying some funds.

Alderman O'Neil stated I can remember calling Dennis about the PAL building I think and asking if there was any justice money that PAL could be applying for. It was more like an informational phone call. I am sure that probably goes on, maybe not with all of the Aldermen but some Aldermen for certain non-profits.

Chairman Garrity asked was the Human Resources Department ever contacted when his job functions changed from grant writer to overseer of the VISTA program and the AmeriCorps Program.

Mr. Maranto answered the position was funded through CIP and it was identified as a Resource Coordinator not as a Grant Writer from day one. There was one year's worth of funding. Subsequently, VISTA money came up and Mr. MacKenzie came before CIP and the full Board to indicate that we had these funds. I believe he indicated who would be working on that. I know there are some concerns about working with non-profits. The funding that we do use, again, are federal Community Development Block Grant Funds and those non-profits coming to us are all eligible beneficiaries for those funds so we are not spending City tax dollars on non-profits.

Chairman Garrity stated I can certainly understand that we are not using City tax dollars but Mr. Hebert's position was presented to this Board as a grant writer and I am a little disappointed that he is not writing grants. What was your date of hire, Mr. Hebert?

Mr. Hebert responded March 10, 2003.

Chairman Garrity asked the Clerk to research meeting minutes to find out what Mr. Hebert was hired as. I believe he was hired as a grant writer. I don't

remember a Resource Coordinator. I don't know if the rest of the Committee agrees with me but it was pretty much a grant writer.

Alderman O'Neil stated I remember the general term grant writer. Whether that was the exact term in HR I don't know but that was what I understood the intent of his job was. Would it be possible to get a handle on this? I don't like the process that has gone on but I am hearing some encouraging things like the VISTA program is successful. Should we have a person dedicated to the VISTA program? How much money can we recover off the grant for that? Is it 100%? Is it 80%? I would like to see that information. Also, Dennis am I correct and I am thinking back to the days when Marty Boisvert was the grant writer at the Police Department and Gary you may be able to help me out on this but a good portion of his salary and benefits was recovered through the grants correct? We need to get a handle on this grant thing. It may be that we work with the departments and it may be that Captain Lussier can handle writing grants for the Police Department but I know there are at least two or three people writing grants in the Fire Department. Should there be one person coordinating all grants and should we be recovering some of that administrative cost to do that? Right now I don't believe we are in some of these departments. I think we need to get a handle on this whole thing. Do we have a report on what the departments are doing for grant writing individually?

Chairman Garrity replied we don't but I will accept a motion.

Alderman O'Neil moved to have the departments report back on what they are doing for grant writing.

Chairman Garrity stated and I think part of that request should be requesting a quarterly report from Mr. Hebert and his activities as grant writer.

Alderman O'Neil stated it may be that we want a grant writer for Police, Fire and Health. I don't know...

Chairman Garrity interjected a public safety grant writer.

Alderman O'Neil stated right just somebody dedicated to writing those grants. I do believe there is a lot of money out there that we have missed.

Chairman Garrity asked is the grant for the VISTA salary renewed on an annual basis. Is there an expiration date on it or does it just renew annually?

Mr. Maranto answered it is a federal fiscal year so I believe it is October 1.

Mr. Hebert stated I want to mention that the Mayor and Sean and I had talked about a number of initiatives that the Mayor was anxious to kick-off and for these initiatives I will be in a position to help him through the AmeriCorps VISTA project by placing an AmeriCorps VISTA member to help coordinate and lead that function.

Chairman Garrity responded I don't think anybody is in disagreement that it is a worthwhile program and worth looking at. It is just the confusion of grant writing versus VISTA.

Mr. Hebert replied with all due respect one of those positions is to place a grant researcher/coordinator/writer under the auspices of the Mayor's Office or in some form to help deal with this whole issue of a grants policy for the City of Manchester – a grants management policy as well as grant writing. I just wanted you to know that that has been discussed. I don't want to speak for the Mayor or Sean but I want you to know that we have had discussions about that.

Alderman Gatsas asked how many grants have you written since 2003.

Mr. Hebert answered I have written several reports over the last two years on that. A rough estimate would be 50 or 60.

Chairman Garrity asked the Clerk to read the motion on the table.

Clerk Thibault stated the motion is to get a report from department heads on grant writers and the grant writing activity in their departments.

Chairman Garrity asked do we want to put a timeframe on that.

Alderman O'Neil answered I would hope that in 30 days they would be able to get us that information.

Alderman Duval duly seconded the motion. Chairman Garrity called for a vote. There being none opposed, the motion carried.

Alderman O'Neil stated I just don't want Dennis leaving here feeling that he has done anything wrong. I don't think he has. I just think that two programs have required his time and it may be that we need two people. Maybe we can recover those costs. That is what I am most interested in.

Chairman Garrity responded well we don't want to lose any opportunities.

Alderman O'Neil stated right. The VISTA program is very successful and Dennis should be commended for that but also I think we have some other opportunities out there and if we need a position we need to confirm that we can recover both salary and benefits. I believe we can. I don't know the exact mechanics of it.

Discussion relative to the Parks, Recreation and Cemetery Department Master Plan.

Chairman Garrity stated I am going to ask that this be referred to a...I think it is going to require much more time than we have and I would like to have a separate meeting for that. I know that Office of Youth Services is coming in with a report and maybe we can combine both of those reports if that is okay with the Committee.

On motion of Alderman O'Neil, duly seconded by Alderman Duval it was voted to table this item and hold a special meeting to discuss it.

### **TABLED ITEMS**

On motion of Alderman Garrity, duly seconded by Alderman O'Neil it was voted to remove this item from the table.

22. Communication from Aldermen Garrity and O'Neil requesting the Highway Department review the situation at the intersection of So. Willow and So. Maple Streets and report back to the Committee with recommendations for improvements and estimated costs.

Chairman Garrity stated in speaking with Mr. MacKenzie, he has found some possible funding sources for this project. One being the South Willow Street Area Improvement Fund, which has to be approved by the Planning Board and the other one is 411303, which is the South Willow Street Fire Station Roof, which is a 2003 project and there is \$41,000 remaining in that project. Mr. Sheppard do you have the estimate? Is it still at \$60,000?

Mr. Sheppard responded I am glad you asked. As part of our CIP process we put that in under our street reconstruction. I looked at that today and right now that estimate is at \$80,000. The estimate that you had before was a year old. It was March of 2005.

Chairman Garrity stated we got an estimate three or four weeks ago from Mr. Thomas and it was at \$60,000.

Mr. Sheppard responded I can tell you what we put in our CIP and that is \$80,000.

Alderman O'Neil asked and that is doing it in house.

Mr. Sheppard answered correct.

Alderman O'Neil asked as part of our street reconstruction.

Mr. Sheppard answered yes.

Chairman Garrity stated so there is some confusion on the cost. I would hate to leave this on the table forever. Mr. Maranto would you like to speak to the 411303?

Mr. Maranto responded that is a balance from the reroofing project at the South Willow Fire Station. I have spoken to Facilities Maintenance relative to our recommendation that \$30,000 be taken from that. I was informed a couple of weeks back by Eric Krueger that they potentially were interested in using some of those funds to use at another fire station. They are aware that our intent is to transfer \$30,000 from that CIP project. I have not seen a letter from them...I have a copy of a letter that they put together requesting the remainder of the funds.

Alderman O'Neil stated I think that is good when we put money back in to work but this is really a safety issue down there. I think we are lucky. To the best of my knowledge no one has been hit there but try to cross Maple Street within a couple of hundred feet of where it intersects with South Willow and you are dodging cars sometimes. I think the intent of Highway's design and their estimate is it would slow traffic down at that corner a little bit. Unless there is a serious roof issue out there at a fire station...this project has waited a little bit too. It was not included in our recommended CIP budget last year. I would really like to see this get done. I think it is a priority. There are at least three wards that is affects.

Chairman Garrity stated I know the folks coming off of Brunelle Avenue have a...it is kind of scary getting out there. When they come around that corner they are doing 40 mph, 45 mph and sometimes 50 mph. The folks coming off of Spring Garden too. There are kind of three intersections that come into one intersection there and it is kind of dangerous. It is like South Lincoln and South Willow used to be. It was quite dangerous until they reconstructed that when the Shaw's project went in.

Alderman O'Neil stated I would encourage if that funding has been identified that it go towards this project and if there is a serious roof issue someplace we will have to identify the funding for it. I am not aware of a serious roof issue.

Alderman O'Neil moved that the balance of the roof money from the South Willow Street Fire Station go towards this project.

Mr. Maranto stated you said the balance. There is a balance of \$139,000. Is that what you are talking about?

Chairman Garrity responded we are talking about the South Willow Street Fire Station Roof project.

Mr. Maranto replied there is \$139,000 in that project.

Chairman Garrity asked you have \$139,000 in the roof project.

Mr. Maranto answered correct.

Chairman Garrity stated and one of the other identified sources was the South Willow Area Street Improvements project. I would like to see \$30,000 come from the Planning Board from the South Willow Street Area Improvements project. That is what the intent is of that project.

Alderman O'Neil stated so then we would need if Mr. Sheppard is correct on the estimate that he has we would need \$50,000 from that roof project to complete this. That would be my motion, Mr. Chairman.

Mr. Sheppard stated I know you prefer to get this off the table tonight but if you would like what I can do is pull this all together, talk to Sam regarding the South Willow Street money, take a look at the roof that they were thinking of using the project money towards and pull the balances and maybe present or provide a letter at the next meeting with a recommendation versus making the assumption that \$50,000 is available out of that \$139,000. I don't know. I haven't spoken to Tim quite honestly regarding that balance.

Chairman Garrity asked, Alderman O'Neil what is your motion.

Alderman O'Neil moved to request the Planning Board to consider transferring \$30,000 from the South Willow Area Improvements project and that the balance of the money based come from the South Willow Street Fire Station Re-roofing project (up to \$50,000) and that we move this forward.

Alderman Osborne duly seconded the motion.

Chairman Garrity called for a vote. There being none opposed, the motion carried.

On motion of Alderman Gatsas, duly seconded by Alderman O'Neil it was voted to remove Item 13 from the table.

23. Funding for the Weston Tower project.

Alderman Gatsas asked using that 411303 project...

Alderman O'Neil interjected Kevin you may want to come back up here.

Alderman Gatsas stated no I don't think Kevin is.

Alderman O'Neil stated well they are because we asked Mr. Clougherty and Mr. Sheppard to take a look at it. Kevin, you were involved in looking at Weston Tower, correct?

Mr. Sheppard responded right. We worked with the Parks & Recreation Department and we somewhat handed it over to them. I believe attached as part of your agenda is a letter Chuck DePrima received from an architect, Kurt Lauer, for an estimate and I believe they have gone for an LCHIP grant for the work.

Chairman Garrity stated the last meeting we had in November/December I believe we forwarded this to the budget process.

Alderman O'Neil stated we were also led to believe that there might be LCHIP money.

Alderman Gatsas stated there is LCHIP money around. I think there is a budget process. I think when I first came to Alderman O'Neil with this request it was a \$45,000 request that the Weston Tower Observatory Restoration Committee...no that was for the whole project. They had people who were going to do the work. At least I know the numbers so what I will do...can we send a letter to the Weston Observatory Restoration Committee to come before us at our next meeting to give us an update on how much it is going to cost to restore the Weston Tower?

Alderman O'Neil asked don't we have the estimate here of almost \$200,000. Kevin, isn't that the estimate?

Mr. Sheppard stated that is the estimate that I believe Chuck DePrima worked on with Kurt Lauer to put together an estimate for the work. I know that that Committee...quite honest I forgot the gentleman's name but I have spoken to him a few times. They put together an estimate based on some people they had that were willing to come forward and do some work. I believe that in the past Mr. MacKenzie had said that his recommendation was to have a professional take

a look at it and put together a good budgeting number. I am speaking for the Parks Department and perhaps I shouldn't be but they went out and spoke to Kurt Lauer and got this estimate put together. That is probably more of a true number. The number that the Weston Observatory Restoration Committee put together may be a real number but to do work in the City there are insurances that people need to carry and I believe there is more work that needs to be done to that tower than they originally thought.

Alderman O'Neil asked is Weston Tower a facility.

Mr. Sheppard answered we don't maintain Weston Tower as part of our Facilities Division.

Alderman O'Neil stated I thought that Highway was supposed to have responsibility for all facilities.

Mr. Sheppard responded if this was going to be a project we would work with Parks to facilitate the project but we don't provide daily maintenance or weekly maintenance if that is the question.

Chairman Garrity stated so Alderman O'Neil you are talking about having them oversee the project – the Facilities Division.

Alderman O'Neil stated a facility is a facility. I know we are not trying to throw more work at them but I thought a number of years ago when we supported the formation of the Facilities Division it was to take care of all facilities with the exception of the Airport, Water Works and EPD because they have professional engineers on staff at those three agencies. I get a little concerned when we get different departments doing their own thing here. To me if we are going to have a true Facilities Division they need to take care of all the facilities. Facilities I interpret as a building. I don't interpret a ballpark as a facility.

Mr. Sheppard stated we have been working with Parks & Recreation on this project. Tim Clougherty, our Facilities Manager, has actually worked with Chuck and Kurt Lauer to get this estimate. Chuck actually is the one who presented it. We have been working with Parks. If this project did move forward we definitely would be working with Parks on this project. As Alderman O'Neil mentioned, any facilities project we do want to be involved with.

Alderman O'Neil stated I don't want to sit and wait for this LCHIP...when do they usually award those Alderman Gatsas.

Alderman Gatsas responded I can't tell you that because I don't know.

Alderman O'Neil stated in the meantime Weston Tower has some structural issues that need to be addressed. It is not going to get any better or any cheaper.

Chairman Garrity asked so maybe we can see some personnel in front of us at the next meeting.

Alderman Gatsas answered somebody. Either staff or the Weston Observatory Restoration Committee because they brought it forward and they were talking about \$40,000 and we are now at \$200,000. Maybe we can send a letter to them.

Alderman O'Neil stated except we don't want to get into a contest of them saying they can get it done cheaper. As Kevin stated, there are requirements for insurances by the contractors and all of that. This is either going to be a volunteer project or a City project in my opinion.

Alderman Gatsas responded I don't disagree with you. I think we need to have them at the table to understand whether it is really \$200,000. If the City wants to pay \$200,000 we might get volunteers to do some of the work. I know that they had professional masons who were going to do the tuckpointing.

Chairman Garrity stated we need everyone in the same room basically. I don't need a motion on that do I?

Clerk Thibault responded no we can do that.

On motion of Alderman Forest, duly seconded by Alderman O'Neil it was voted to table this item.

24. On May 3, 2005 the Board of Mayor and Aldermen voted to retain and repair the Black Brook/Maxwell Pond Stream Restoration Proposal and referred to the Committee on CIP for funding.

This item remained on the table.

25. Communication from Kevin Sheppard, Deputy Public Works Director, seeking the Committee's review and assistance in finalization of a policy on graffiti removal on private property.

Chairman Garrity asked didn't we do something with this at the last meeting.

Mr. Sheppard answered it was discussed but I don't believe a decision was ever made.

Alderman Duval stated I thought the City was already doing that as part of their graffiti program. Isn't that already in place?

Chairman Garrity stated it is basically a policy between the City and private buildings isn't it.

Mr. Sheppard stated what we brought before the Committee is a policy...we were looking for the Committee's concurrence on a policy for our removal of graffiti from private property. Even though our priority is public property and that is the first thing we work on, we had looked at and there is a letter in here from Frank Thomas...our thought was the graffiti program was to beautify the City. If there is graffiti that is visible from within the right-of-way on private property we felt it best to be involved in either working with the property owner to get it removed or removing it for the property owner. That is what this request was. There is a form that is used to remove graffiti and our policy for removing it from private property.

Alderman Osborne asked regarding removing it from private property. Is the City held harmless to any damage that is done to one's property?

Mr. Sheppard answered yes. There is a form that is included in here and the City Solicitor has reviewed and approved the form.

Alderman Osborne stated sometimes taking this graffiti off of vinyl or aluminum or whatever you can do a job on somebody's property.

Mr. Sheppard responded it is also stated in there that if we take a look at a project and we feel that damage will occur we will not remove the graffiti. We are held harmless also.

Chairman Garrity asked is this something that we need to receive and file.

Mr. Sheppard answered we are just looking for the City's concurrence in our policy for doing this. We believe that was the original intent of the graffiti program so we were bringing this back for the Committee's approval.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne it was voted to remove this item from the table.

On motion of Alderman O'Neil, duly seconded by Alderman Duval it was voted to approve the policy as submitted.

There being no further business, on motion of Alderman O'Neil, duly seconded by Alderman Osborne it was voted to adjourn.

A True Record. Attest.

Clerk of Committee